

*File: ADP Control
Office*

ODP-81-1471
4 November 1981

MEMORANDUM FOR: See Distribution

FROM :
Policy and Plans Group,
Management Staff, ODP

SUBJECT : Automatic Data Processing Resources
Availability List

1. Attached, for your review, is the latest "ADP Resources Availability List" from GSA. This list announces excess government-owned or leased ADP equipment available for reutilization. The majority of government-owned equipment is available to requesting agencies at no cost. To obtain more information on an item, components should contact GSA directly at (202) 566-1248.

2. ODP will assist the requesting component and will resolve, if necessary, competing internal Agency requests for the same equipment. Requesting equipment for which there is an acquisition cost is in the nature of a procurement action and will further require the services of ADP and Engineering Branch, Office of Logistics.

3. To actually acquire the equipment, the requesting component should promptly call the Office of Logistics, Interdepartmental Support Branch (IDSB) on extension . IDSB will contact GSA, attempt to place the item on "hold," and provide instructions to the requesting component regarding the process to acquire the equipment. Please note that it will be the responsibility of the requesting office to provide for installation, operation and maintenance support for any equipment acquired from GSA. Headquarters Regulation also requires components to obtain ODP concurrence prior to acquiring any CPU or equipment that exceeds certain dollar value criteria.

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4. General questions on excess equipment procedures may be directed to the undersigned on [redacted]. Any questions on the procurement aspects of obtaining excess ADP equipment should be addressed to [redacted] Chief, ADP and Engineering Branch, OL on [redacted]

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Attachment: a/s

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ODP/MS:SS:chm/[redacted] (3 Nov 81) (avail-list chm's blue disk)

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ODP-82-1404
22 October 1981

MEMORANDUM FOR: See Distribution

STAT FROM : [REDACTED]
Chief, Management Staff, ODP

SUBJECT : Federal Software Exchange Program

1. The purpose of this memorandum is to bring to your attention the Federal Software Exchange Program. This program is administered by the Federal Software Exchange Center (FSEC) of the General Services Administration and is designed to promote the sharing of common-use software among government agencies. FSEC is tasked with acquiring government-owned or developed unclassified software and documentation and making it available government-wide. The objectives of this program are to reduce the time, cost and personnel resources required for software acquisition and development.

2. Periodically, the FSEC publishes a catalog which summarizes the available software. Copies of the January 1981 catalog are available for review in ODP Management Staff (Room 2D0109, Headquarters). Components should review the FSEC catalog prior to procuring or developing software. Attachment A is the subject index from the September 1981 catalog and is provided as a sample of the types of software available from the FSEC.

3. Components are also requested to periodically review their software inventory for candidates for submission to FSEC. The process appears relatively straightforward and requires submitting an abstract form (SF 185, Attachment B) to the FSEC.

4. Note that the submitting agency is not responsible for the maintenance of software submitted to the FSEC. Thus, a CIA component obtaining software from FSEC will have to maintain the software. For further information regarding the services provided by the FSEC and the procedures to provide or obtain software, the FSEC may be contacted directly at 756-6150, or contact [REDACTED] of my staff on [REDACTED]

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